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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Superintendents, Public School Academy Directors and Consolidated Application Contacts

FROM: Yvonne Caamal Canul

DATE: May 3, 2007

SUBJECT: Schedule of Key Dates for the 2007-2008 Consolidated Application

Attached you will find a schedule of key dates for the 2007-2008 Consolidated Application with initial details to allow your staff to begin the application process.

The Michigan Department of Education (MDE) is presenting this schedule so that LEAs can plan programs now and initiate the consolidated application for next year as soon as possible. LEAs will be able to implement services for students from the beginning of the school year using federal program funds. In addition, LEAs will have more information to prepare budgets for the coming year.

I would like to highlight some key features:

- Estimated allocations for most of the major programs in the Consolidated Application are currently available, or will soon be available, so that budget planning can begin.
- In mid-May, MDE will open Consolidated Applications so LEAs may initiate applications in MEGS. LEAs submitting applications in substantially approvable form will receive an obligation date of July 1, 2007, or the actual date of submission (whichever is later).
- Title I School Selection Application must be completed by August 1, 2007, and this will be the only collection of Title I school status (designating each school as Title I schoolwide, targeted assistance, or Non Title I). **These designations will be used to determine Adequate Yearly Progress (AYP) Title I status.**

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- A new application is required to identify the LEA needs and LEA goals in the Consolidated Application. This simplified approach only requires brief descriptions of three to five LEA needs and three to five LEA goals.
- Submissions of amendments and final expenditure reports will be handled in substantially the same manner as in previous years.
- Carryover funds will be calculated based on the final expenditure report. **However, LEAs will no longer need to submit a separate application for carryover funds.** The carryover funds will be identified as additional allocations to the appropriate funds as soon as they are calculated. LEAs will amend the budgets without submitting a separate plan to access the carryover funds.
- School-based budgets are required for all schools in AYP phase 2 or higher.

There is detailed information about each of these key items in the attachment. **Please also see the list of key dates and required items for a Consolidated Application to be considered “substantially approvable.”**

MDE is making these changes to help LEAs fully implement programs for a full academic year in 2007-2008. These adjustments may require the LEA staff to begin work on the consolidated application planning phase earlier; however, we believe that doing so will eliminate some duplication and some work later.

If you have any questions, please feel free to contact Michael Radke, radkem@michigan.gov, 517-373-3921 or Margaret Madigan, madiganm@michigan.gov, 517-373-4588, in the Office of School Improvement.

Attachment



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**Schedule of Key Dates For the
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1. Estimated allocations are being posted to the Michigan Department of Education website. Local Educational Agencies (LEAs)* may use these estimates for planning and budgeting for the 2007-08 school year. The allocations are estimates that will change based on the final federal allocations, and LEA demographics (such as numbers of migrant, economically disadvantaged, and other factors). The funding allocations for the Title V, Part A, program will not be included in estimated allocations until required data for these calculations is available. We will post estimated allocations for Title II, Part D as soon as internal calculations can be completed. The Office of School Improvement has posted estimated allocations to the Michigan Department of Education website for the following programs:

- a. Title I, Part A Improving Basic Programs, hold-harmless amounts;
- b. Title I, Part C Education of Migratory Children, estimated amounts;
- c. Title I, Part D Neglected and Delinquent;
- d. Title II, Part A Teacher and Principal Training and Recruiting, estimated amounts;
- e. Title III Language Instruction for Limited English Proficient and Immigrant Students, estimated amounts; and
- f. Title VI, Part B Rural and Low Income School Programs, estimated amounts.

2. Consolidated Applications will be available for LEAs to initiate applications in MEGS by mid May 2007. The Michigan Department of Education encourages LEAs to begin the necessary planning now to complete these applications by **July 1, 2007**. The beginning obligation date for expenses will be the Consolidated Application submission date or July 1 (whichever is later), assuming that the application is submitted in a substantially approvable form. Requests for an earlier beginning obligation date, for applications submitted after July 1, 2007, will not be approved.

- All Consolidated Applications must be submitted in a substantially approvable form by **November 1, 2007**. Late submission dates will be noted in the consolidated application checklist. The auditors' manual will be revised to include a review of expenditures against the allowable obligation period. The LEA superintendent/PSA director will be notified of late submissions.

***LEAs** include PSAs, ISDs/RESAs, and districts



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The purpose of these grants is to provide resources to support student achievement during the year the grant is first available. The goal is to have all consolidated grant applications approved by **December 15, 2007**. Superintendents/Directors will also be informed of applications not approved by December 15, 2007.

- Lack of a LEA response to "modifications required" or applications remaining in "modifications in progress" for 30 days or more will result in a new obligation date corresponding to the date of the LEA response to the requested information or corrections. These timelines are essential to provide services to students early enough in the school year to impact student achievement.

3. **Title I School Selection Application must be completed in MEGS for all schools by August 1, 2007**, for MDE to determine the 2007-08 Title I school status for Adequate Yearly Progress (AYP) purposes. AYP Report Cards will be based on this information. This will be the only time that LEAs will be submitting Title I information for schools, designating each school as Title I schoolwide, Title I targeted assistance, or Non-Title I. MDE is eliminating the collection of this information in SID and other data collection processes to simplify and consolidate the process.

Once the LEA submits Title I school designation information, it may not be changed without the approval of MDE. An example of a reason that MDE would find acceptable for a change to the Title I designation of a school would be that the school has closed. An example of an unacceptable reason for a change to the Title I designation of the school would be to avoid NCLB sanctions.

The Title I School Selection Application must be submitted with the Consolidated Application for the Consolidated Application to be considered substantially approvable. LEAs using the Title I school selection application process must amend this application within 30 days of notification of final allocations to correspond with the revised Title I, Part A budget.

4. **LEA Planning Cycle Requirements:** For the 2007-08 program year, LEAs must submit a summary of LEA-level needs assessment and goals as required by NCLB. This summary will be entered into a separate application entitled, "LEA Planning Cycle Requirements" and will be available in MEGS in May 2007. LEAs will be required to summarize two elements of the LEA plan, i.e., needs and goals. LEAs will identify up to five need and goals to



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support those needs that will utilize supplementary federal funding.

The LEA needs and goals summarized in this section of MEGS should be based on the School Improvement Framework. In future years, this section may include additional planning information such as strategies and activities related to the goals identified. For (2008-2009) the LEA Planning Cycle Requirements will need to be based on the Comprehensive Needs Assessment that was rolled out at the April 23, 2007, School Improvement Conference.

The Field Service consultant will review the Consolidated Application and the "LEA Planning Cycle Requirements" to ensure that the LEA has focused its funding requests on student achievement goals that are aligned with the needs assessment.

5. Amendments to the Consolidated Application can be made after the initial application is approved. Once an amendment is initiated, reviewed and returned for modifications, the LEA must resubmit with modifications within 30 days to maintain the original obligation date. Again, the intent is to finalize the application in time to implement a plan that will improve student achievement.

Federal requirements state that program amendments are needed in the following situations:

- Adding staff or changing FTEs;
 - Adding a new function code to the budget;
 - Moving an amount greater than 10% of the budget between approved function codes;
 - Accessing total allocations when a lesser amount was applied for initially, or when the allocation is increased; or
 - Applying for an additional grant source.
- 6. School based budgets** will be required for 2007-08 for all schools in Phases 2 or higher of AYP sanctions.
- 7. Submission of the Final Expenditure Report (DS-4044) through the Cash Management System (CMS) is due November 30, 2007,** for regular program year funds. If MDE finds deviations in this Final Expenditure Report, LEAs will be notified and must make appropriate adjustments within 30 days of notification.
- 8. Carryover funds: MEGS will calculate the balance of funds available based on Final Expenditure Report (DS-4044).** LEAs then have 30 days to submit an amendment consistent with the LEA plan (needs and



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goals) to use these additional funds. There should be only one plan for the LEA, so this amendment will extend the activities detailed in the LEA plan. Deadlines for use of carryover funds will be the same as for other amendments.

KEY DATES

Mid May, 2007	Estimated 2007-08 allocations are posted by MDE.
May 2007	LEA Planning Cycle Requirements application becomes available for LEAs to enter LEA needs and goals.
May 2007	2007-08 Consolidated Application is available for LEAs to begin the application process. LEAs may begin the Title I School Selection Application.
August 1, 2007	Title I School Selection Application is due. This must be completed by all LEAs. MDE will use this information to determine the 2007-08 Title I school status for AYP reporting purposes.
August 2007	Final 2007-08 allocations are posted by MDE. LEAs with approved Consolidated Applications must submit an amendment in order to assess additional funds. The Title I School Selection application must be amended and submitted.
November 1, 2007	Consolidated Applications must be submitted in substantially approvable form to avoid notification to single auditor.
November 30, 2007	Final Expenditure Reports for 2006-07 are due. This allows MDE to calculate the carryover and add it to the 2007-08 available funds.



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**What Makes a Consolidated Application
SUBSTANTIALLY APPROVABLE?**

In order for a LEA to get a beginning obligation date the Consolidated Application must be substantially approvable. The following elements must be accurately completed and submitted to be substantially approvable:

1. Title I School Selection Application
2. LEA Planning Cycle Application for up to five LEA needs and goals to support the needs.
3. Consolidate Application including updated staffing, FTE/hours, salary and benefits